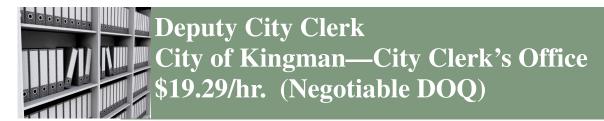
## **Internal/External Job Announcement**





## **Apply On-Line Today! Closes: May 9, 2016**

Submit resume with completed on-line City of Kingman application: www.cityofkingman.gov

The City of Kingman is seeking an experienced professional who possesses strong business acumen and excellent customer service capabilities. This full time position serves as the principal assistant to the City Clerk and oversees the work flow of the City Clerk team.

The Deputy City Clerk assists the City Clerk performing work of considerable difficulty requiring initiative and independent judgment. Work involves activities for elected officials and maintaining records for the City. This is accomplished by helping ensure all services and programs are in legal compliance; oversight of the City's records management system; development of goals and objectives; recommending policies and procedures; and attending and preparing minutes of City Council meetings as well as other boards/commission meetings. Attendance of such meetings will require some evenings every month, and occasionally on weekends. Other duties include troubleshooting problems, participating on various committees, and a variety of other complex and routine administrative functions. This position also participates and coordinates Intergovernmental Relations including monitoring legislative and proposed bills impacting municipalities during legislative sessions.

Great Benefits! Excellent opportunity to gain further understanding of the City of Kingman operations and processes!

**Desired Education and Experience:** Completion of a Bachelor's degree in business/public administration, political science, or a closely related field; Minimum of three (3) years of related experience providing executive level administrative support, preferably within a City Clerk's or other related municipality/local government office capacity; Some experience in monitoring pending legislative and movement through the Arizona State legislature and working with departments and officials in articulating its potential impact to local government preferred. Certification as a Municipal Clerk is desirable.

**Desired Special Requirements:** Must be bondable; Must have a valid Arizona Driver's License, or ability to obtain one; Must have or obtain a Notary public certification within six months; Certified Municipal Clerk or ability to become certified within three years; Certified Arizona Election Official, or ability to become certified with three (3) years.

## To obtain complete job description and submit on-line application, visit our website: www.cityofkingman.gov

<u>Note Reference Examination</u>: The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

<u>Note Reference American Disabilities Act</u>: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. <u>EOE</u>

## CITY OF KINGMAN

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Posted: 04/19/2016